

Questions Asked (#)	Questions Answered (#)
Should the drop box information be deleted from the Uniform Instructions for WI absentee voters' sheet that we include with absentee ballots we mail out?	Revised uniform instructions have been posted: https://elections.wi.gov/forms/voters-uniform-instructions .
How are Clerks to treat absentee ballots that need corrections made to the certification section for voter signature, witness signature and/or address going forward?	Please review the guidance we issued in 2016: https://elections.wi.gov/node/7535
just curious . . . who sets the 6 hours of election training? When you think of the duties we have and how we're under scrutiny all the time, 6 hours seems very little.	Training certification requirements are set by state statute and administrative code.
If a voter comes in today to complete an absentee application for the April Election, can I accept the application, or must they take the application home and mail it to me? Just looking for clarification on this with the "in person application 14 days prior" verbiage.	Voters cannot submit by mail absentee ballot applications in the clerk's office prior to 14 days before an election. They can mail, fax or email the request to the clerk.
Are you able to check why the training I had entered in WEC wasn't acknowledge or accepted? Was there something else I was supposed to do to get this information to you?	Give me a call, 608-261-2033.
The law requires clerks to mail absentee ballots by January 25th, but the WEC is not meeting until January 28th. What guidance do you have for clerks regarding the uniform instructions, which still have the drop box option provided for returning absentee ballots?	The meeting date was changed to January 25.
The confidential voter must still present their confidential elector card though, correct?	Yes. A confidential voter submits the required paperwork to the municipal clerk to obtain confidential voter status and receive a card with a unique voter number that they show the poll workers if they vote at the polls on Election Day.
I am a newbie and have failed to "file" the absentee ballot applications in WisVote as they have come in. I totally missed that part. What do I do now?	Please contact the Help Desk and request a WisVote Specialist: 608-261-2028.
Under the election, absentee apps, pending absentee apps, if they do not provide photo ID - must the voter be notified?	The clerk should try to contact the voter with this information. We have a "missing photo ID" letter template on our website.
Can the clerk accept an absentee ballot in the Village's drop box before the 14 days?	No, they cannot.

Any tips for organizing the on-file photos and hardcopies of photos for absentee voters. It was a little confusing when some photos were submitted online and some photos were retained as hard copies. Is just marking photo ID requirement satisfied on Wis Vote adequate considering record requests for recounts, etc.	Please contact the Help Desk and ask for a WisVote Specialist: 608-261-2028.
Sorry, absentee ballot request in drop box before 14 days?	No.
Why don't overseas voters need to show Photo ID? They also don't show POR when registering as permanently overseas, so how are we supposed to verify who they are?	State law does not require permanent overseas voter to provide photo ID or POR.
We can accept it if they choose the full year for absentee, correct?	No.
The 14 days prior does not apply to the Calendar Year requests, yes?	Yes, it does.
If they drop off an absentee request and "mark" ballots for the entire year - then it's ok?	No.
The snowbird could complete a year-long absentee ballot request, correct, which would be more than 14 days prior to a particular election?	No.
Going back to the 14-day rule for absentee requests, is that only for written requests and not requests made through My vote?	That's correct.
So, what about absentee ballots for the primary, but we are not having a primary.	Then you have no absentee ballots.
Off topic, but will masks be required to be worn by election inspectors?	That is a decision of your municipality.
What is the reasoning behind the rule of not allowing people to apply for absentee ballots by mail when they are here at our window?	It's considered part of the in-person process which can't begin before 14 days before an election. It's set by statute.
It would be neat to track how many voters are returning their absentee ballots via mail as opposed to dropping off in person and using the drop box. Would be nice to track this in WisVote...just an FYI	I'll let the WisVote team know, thanks!
IF someone is voting absentee from jail, can another jail resident be the witness on the envelope?	If they qualify as a witness.

Did you say that you must use the special EL-122 for those in care facilities even if they are not using SVDs?	If you are sending the voter a ballot by mail after two visits by SVDs or in care facilities eligible for SVDs but not served. It allows for the care facility rep to sign and satisfy the Photo ID requirement.
Is there a need to keep the mailing envelope to prove it was returned via mail should the application be signed more than 14 days prior to the election?	The return date will be in WisVote whether you are a self-provider or depend on the county for WisVote services.
If they have an indefinitely confined application on file, they will not need to complete that section then, correct?	The signature of the witness satisfies the Photo ID requirement for this type of voter.
Did I understand correctly that the Absentee Certificate Envelope does not need to have "Today's Date" completed.	That's correct.
If the voter witness signature is missing or the voter signature is missing, can we mail the ballot/envelope back to the voter in a manilla envelope and have them fix the issue and mail it back to us if we put new postage on it?	Yes.
CAN WE WITNESS IF THEY BRING IN THE BALLOT	Yes, but they must vote the ballot and sign it in front of you for you to serve as the witness.
Why if they cannot drop off the absentee request in office is it an option to choose from when entering the absentee request?	They can drop it off within 14 days of an election.
All my absentee ballot requests are coming in online. Is there anything I need to do about those?	It depends on whether the voter is requesting an absentee ballot by mail or some other means. If the delivery method is listed as "online" you do not have to do anything else.
Do we need to use the EL-122sp envelope in those special situations? Or can we still use the regular EL-122	The regular absentee certificate envelope does not have a section for the care facility representative to sign in lieu of photo ID, so yes, you should use it in the two special cases.
To count the 14 days, are weekends, holidays counted?	Yes.
So could WisVote disable the entry of drop-off of absentee ballot request for any date prior to the in-person voting period...just as WisVote won't allow for in-person voting to be entered in the wrong period. Just something to try to help us all remember these laws that do not always seem to make common sense. Thanks	I'll send your comment to the WisVote team, thanks.
For witness signature, are we required to check WHO signs as a witness? If a candidate on a ballot signs as a witness on their spouse's absentee envelope, do I need to contact the voter?	If you are aware of the situation, we suggest contacting the voter, but you are not required to investigate.

are we allowed to customize the uniform instructions (ha-ha, ok, they are not uniform now that I've changed them) Can we add info?	Yes we provide the instructions in word format. It should include the information in the original version.
What if the municipality doesn't have a Deputy Clerk and the Clerk is not in the office?	The deputy clerk has the authority to conduct in person absentee voting, voter registration, etc. in the clerk's office.
Can other staff members besides the clerk/deputy clerk sign as a witness for in person absentee voting if they have been trained?	Clerk staff, election inspectors, etc., can be deputies to perform these duties in the clerk's office.
If a jail employee acts as a witness to an absentee ballot, can they use an office address rather than a home address?	Yes, they can.
Can you use a label for the address to place over an existing address that may be incorrect for the clerk's office	Yes.
Can our workers during in person absentee voting also sign as witness?	During in person absentee voting, the clerk, deputy clerk or any staff deputized for these duties must serve as the witness.
Can the clerk's initials be pre-printed on the envelopes?	No. The act of initially the envelope indicates the clerk reviewed and approved the Photo ID offered by the voter.
Is the clerk being the witness for in person voting a statutory requirement?	Yes, or others in the office deputized to perform election-related duties.
What if the clerk is on the ballot yet the clerk is the one who does the in person voting because you are a small municipality?	The clerk still performs their clerk duties if they are on the ballot. Someone else could be deputized to do so if needed.
If our normal office hours are that we close at noon on Fridays always. Do we have to stay open on the Friday before an election for absentee voters?	There are several important deadlines the Friday before an election, including voter registration. Someone should be available if a voter requests to come into the office for voter registration, etc. Clerks can post contact information on their office door and voice mail.
Failing to have the clerk's initials on the absentee certificate envelope is not a reason to reject an absentee though, correct? If that is not correct, the Baseline Chief Training needs to be corrected, I believe.	Missing clerk's initials are not a reason to reject an absentee ballot. That information is in the Baseline CIT presentation and Election Day manual.
Ballots cannot be taken from the clerk's office to vote. Is that correct? They either must be mailed to the voter or voted in person in front of the clerk?	That's correct.
What is the process to deputize staff?	They take the oath of office. We also recommend listing their election-related duties and for what period of time in writing.

Can we take in applications for indefinitely confined voters anytime?	If they are sending the request through My Vote, mail, fax or email.
What should we do with ballots that are dropped off or put in our drop box before the 14 days? Should we return them?	Yes, they should be returned with a letter indicating why they were returned.
Just to clarify. If a clerk's initials are missing on the envelope at the time the absentee ballots are processed, is this a reason for rejection of that ballot?	No, but it should be noted on the Inspectors' Statement.
Is there a minimum amount a Clerk needs to make available for In-Person Absentees?	No, but in person absentee voting must be offered.
Does the military still have to provide their date of birth on the cert envelope?	Yes, they do.
Request - please use the two terms - temporary overseas voter and permanent overseas voters when the requirements are different for the two types. For example, a temporary overseas voters must have a photo ID on file or submitted with absentee voting request, correct? I am confused.	Thanks for the suggestion, will do.
How do you spoil a ballot?	We have a webinar coming up on spoiling and remaking ballots on February 23.
Our prior clerk allowed election officials to "pre-number" absentee ballots prior to election day to expediate processing them. Is this okay?	Some clerks do so, but we don't recommend it.
On the Friday before the election, can we mail back the absentees that need to be remedied if we cannot call the voter?	You should keep those on hand and let the voter know by letter what the situation is. The voter will most likely not get the ballot back in time.
Riley, so does that mean the inspectors do not actually feed the absentee ballots into the machine until after 8:00 pm?	They can announce the voter's name and address, get a voter number and feed the ballot into the voting equipment. The voting equipment does not compile the results until after 8 pm.
If military does not provide their Date of Birth is that a reason for rejection?	Yes.